

What to click on is highlighted with a red circle.

1. After logging in you will be on dashboard. On left hand side click on **Candidacy Requirements**

The screenshot shows the dashboard for the Oklahoma Board of Behavioral Health Licensure. The user is logged in as McKenzie Merenick. The left sidebar contains several menu items: Dashboard, Profile, Personal information, Employment Information, Candidacy, Board Approved Supervisors, **Candidacy Requirements** (circled in red), Requests, and Name Change Request. The main content area is titled 'Dashboard' and contains a 'Your Information' section with input fields for Legal First Name, Legal Last Name, Legal Middle Name, Telephone, and E-mail address.

2. On Candidacy Requirements page, click on **View** on the right side of your current candidacy

The screenshot shows the 'Candidacy Requirements' page. Below the heading, there is a table with the following data:

Candidacy	Status	Effective Date	Expiration Date	
LPC Candidate	Active	07/06/2021	07/06/2026	<b>View</b> (circled in red)

Below the table, there is a section titled 'Your application information is listed below.' with a table that shows 'There are no existing applications.'

3. After clicking view, you will be prompted to this page:

The screenshot shows the Oklahoma Board of Behavioral Health Licensure website. The left sidebar contains navigation links: Dashboard, Profile, Personal information, Employment Information, Candidacy, Board Approved Supervisors, Candidacy Requirements, Requests, Name Change Request, and Document Request. The main content area is titled "Supervised Experience Summary" and includes a paragraph of instructions, a note about total hours, and a table labeled "Total Count".

Candidacy	Expiration Date	Total Face-to-Face Supervision Hours(GRP)	Total Face-to-Face Supervision Hours(IND)	Total Direct Client Contact Hours	Total Supervised Experience Hours
LPC	07/06/2026	N/A	N/A	N/A	N/A

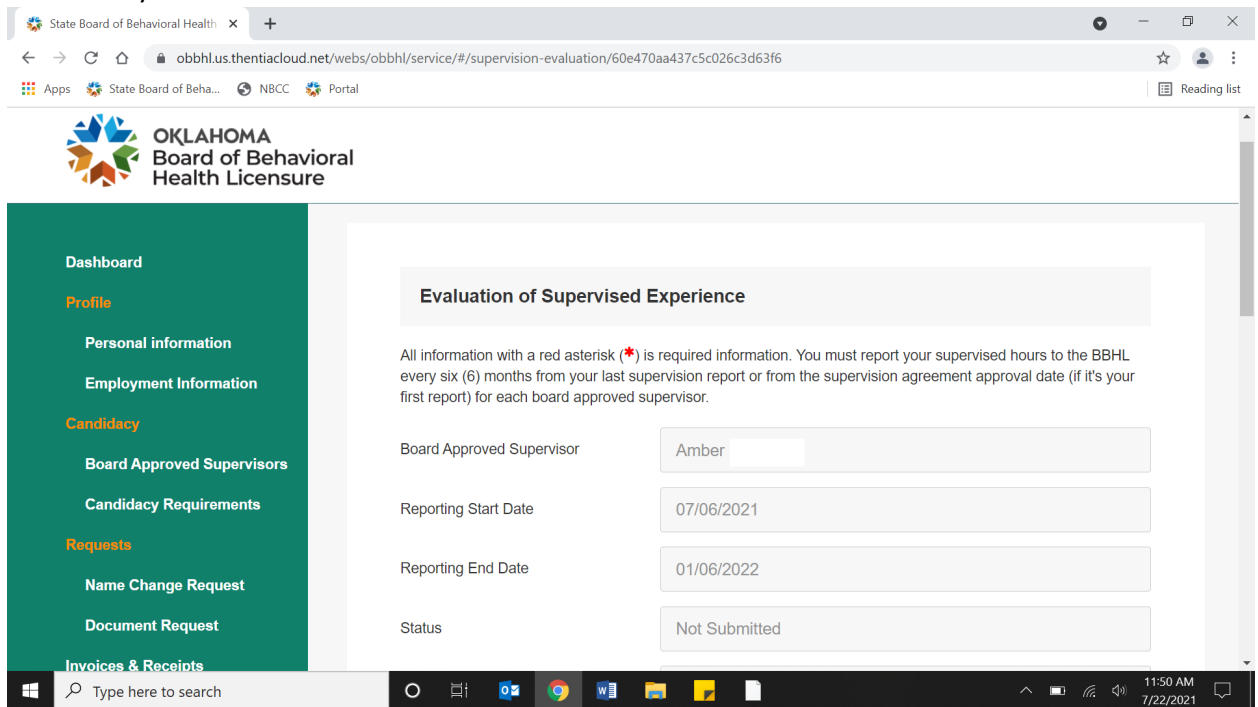
Scroll down the page to this section:

You will click **View** under which supervisor you are wanting to add hours under.

The screenshot shows the "Evaluation of Supervised Experience" section of the website. It features a table with columns for Reporting Start Date, Reporting End Date, Board Approved Supervisor, Total Supervised Experience Hours, Status, and Date Submitted. Each row has a "View" button. The "View" button for the supervisor "Amber" is circled in red.

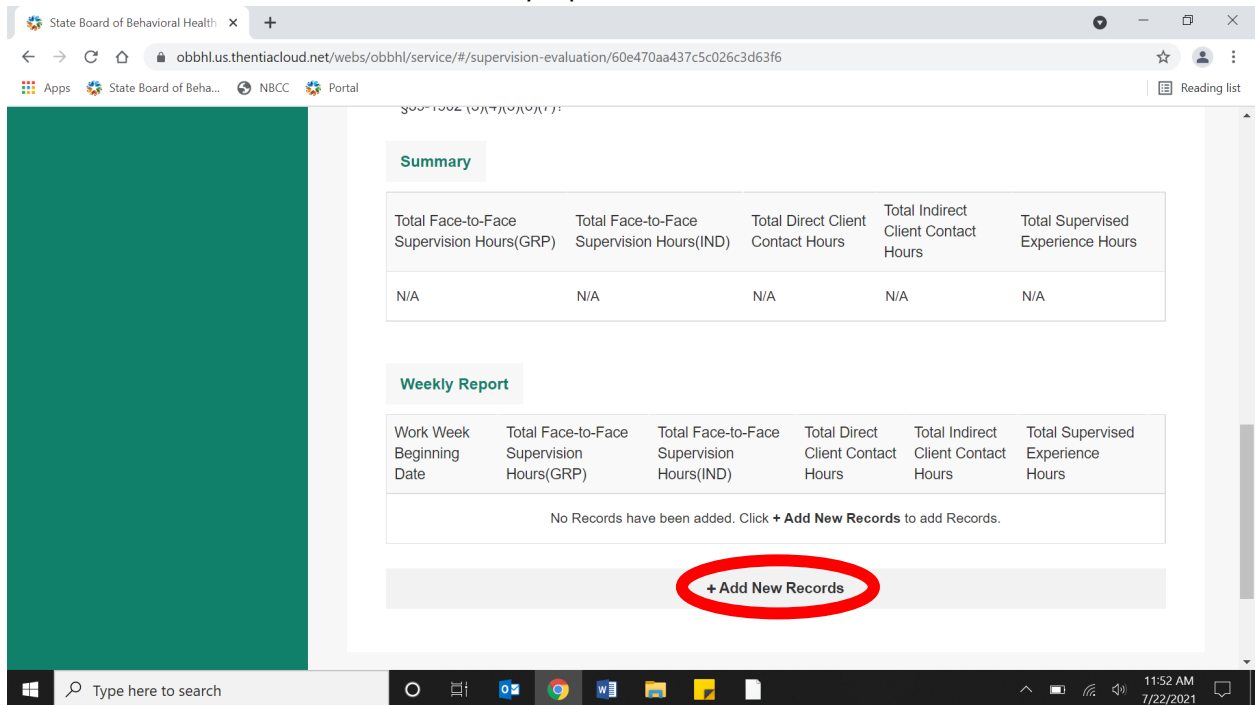
Reporting Start Date	Reporting End Date	Board Approved Supervisor	Total Supervised Experience Hours	Status	Date Submitted	
07/06/2021	01/06/2022	Jessica I	N/A	Not Submitted	N/A	<a href="#">View</a>
07/06/2021	01/06/2022	Amber	N/A	Not Submitted	N/A	<a href="#">View</a>
07/06/2021	01/06/2022	Robin I	N/A	Not Submitted	N/A	<a href="#">View</a>

4. It will take you to this section:

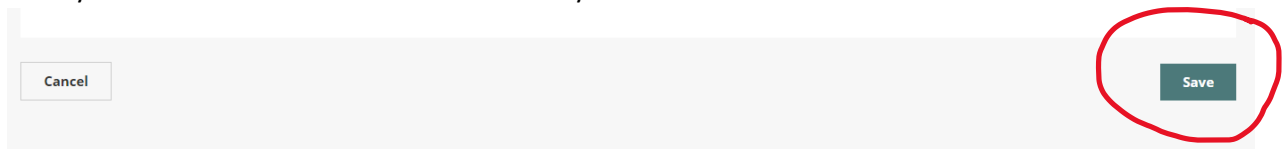


Scroll down the page:

Click on **+ Add New Records** to make weekly report



After you have entered in the hours for 1 week you will click **save**.



It will then take you back to the previous page for you to click **Add New Records** again to enter in the next week. Each week will need to be entered individually.

**Weekly Report**

Work Week Beginning Date	Total Face-to-Face Supervision Hours(GRP)	Total Face-to-Face Supervision Hours(IND)	Total Direct Client Contact Hours	Total Indirect Client Contact Hours	Total Supervised Experience Hours	
06/19/2022	N/A	1.5	12	N/A	N/A	<a href="#">View</a>
06/26/2022	1.5	N/A	15	N/A	N/A	<a href="#">View</a>

[+ Add New Records](#)

[Back](#) [Submit for Approval](#)

**Please note that you will NOT click “Submit for approval” until you have all 6 months entered.**

If you make a mistake and submit for approval and you are not finished entering in your hours you will need to email us at [info.behavioralhealth@bbhl.ok.gov](mailto:info.behavioralhealth@bbhl.ok.gov) and let us unlock the evaluation so that you can make additional changes. We will need to know your name, the name of your supervisor and the evaluation period you are currently working in so that we ensure we are unlocking the correct evaluation. If your supervisor rejects the hours you will have to email us to unlock the evaluation so that you can make the necessary changes.